Student Employment Recruitment Process

Overview

The purpose of this job aid is to outline the Student Employment Recruitment process and the responsibilities assigned to the Student Employment team, Managers, and Students. The end of the process will differ for Internal Student Employees versus External Student Employees.

Student Recruitment Process – Internal Student Employees

Internal Student Employees are students who currently hold or have previously held a student employment role.

1. **Initiator** submits a student intake requisition request.
2. **Business Officer** reviews the student intake requisition request and approves.
3. **Student Employment** reviews the request and either posts or opens a requisition for sourcing.
4. **Student** applies through the job board or a job requisition link.
5. Department reviews applications.
6. Interviews are conducted.
7. **Hiring Manager** creates a job offer.
    a. In the job offer, provide Student Employment with the following offer letter details:
        i. Start and end date
        ii. The number of hours per week the student will be working
        iii. Pay rate
        iv. If the student is an international student (if known)
8. **Student Employment** extends a job offer letter to the student.
    a. Student Employment confirms that the position will not push the student over the 20-hour per week work limit.
    b. Student Employment adds offer letter details to the job offer.
9. **Student** accepts the offer via email.
10. **Student Employment** initiates background check (if position requires one).
11. **Student** authorizes background check.
12. **Student Employment** reviews completed a background check.
13. **Student** is approved to work.
14. **Manager** confirms student is appearing in My Team.

Student Recruitment Process – External Student Employees

External Student Employees are students who have never held a student employment role.

1. Complete steps 1-11 found above.
2. **Student** completes the following onboarding tasks:
    a. Federal I-9 From
    b. Memorandum of Understanding
    c. Confidentiality Agreement
    d. Drug and Alcohol Policy and Resources
3. **Manager** monitors the student's onboarding status.
4. **Student** is approved to work.
5. **Manager** confirms student is appearing in My Team.